

**Civil Engineering**

**UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM)  
FACILITIES STANDARDS**

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This Instruction provides standards, assigns responsibilities, and prescribes procedures for maintaining a professional work environment for USTRANSCOM facilities, Buildings 1900 and 1961. It provides standards for maintaining the architectural concepts and appearance of facilities, and establishes procedures for initiating improvements to facilities and working environments. It establishes procedures for eliminating and reducing workplace hazards relating to safety, security, and building systems operations, and furthers the occupational health goals of Attachment 1, Section A.

This instruction applies to all personnel occupying space in Buildings 1900 and 1961, and all visitors, contractors, and personnel of other agencies and businesses that require entry to Buildings 1900 and 1961.

The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by USTRANSCOM.

Send comments and suggested improvements to this Instruction on Air Force (AF) Form 847, Recommendation for Change of Publication, to USTRANSCOM/TCDC-F.

**1. References, Abbreviations, Acronyms, and Terms.** References, related publications, abbreviations, acronyms, and terms used in this Instruction are listed in Attachment 1.

**2. Standards:**

**2.1. General Standard.** Office space and furniture layouts shall be organized in a manner which contributes to the efficiency and professionalism of the entire organization. All areas shall be organized and clutter-free, and present an overall professional appearance.

**2.2. Open Office Areas.** Cubicles will be configured in a manner which provides a minimum of 36-inch wide passageways, and no dead end corridors exceeding 50 feet, in accordance with Scott Air Force Base Regulation 92-1.

**2.3.** General work force. This is approximately an 88 square foot cubicle with single level work surface shared by two individuals, with 6 to 8 lift front (LF) of overhead flipper door unit storage, one mobile pedestal storage, and one tack board per individual.

**2.4.** General manager work force. This is approximately a 100 square foot cubicle or enclosed office which is not shared and may include, in addition to the items listed in paragraph 2.3., a white board, an extended work surface, and an additional side chair.

**2.5.** Furniture distribution. Furniture components and accessories are distributed when available from the Facility Manager (FM) upon request. If desired, but not available, they must be ordered with the organization's own funds. The FM will coordinate on all furniture items prior to ordering, and will ascertain if the item(s) is available in storage; and if not, will insure it is functional and color compatible with existing systems furniture prior to placing an order.

**2.6.** The Facilities and Supply Support/Facilities Manager (TCDC-F) has current catalogs available for ordering systems furniture.

**2.7.** Open offices shall have either standard Herman Miller or Westinghouse Knoll Group systems furniture components. Nonsystems furniture and components of a different style are not permitted in the open office. The objective is to maintain an organized appearance, keep the inventory small, and allow for maximum reconfiguration possibilities throughout the facilities.

**2.8.** Color schemes will be maintained as follows:

**2.8.1.** Brown, taupe, white, black and wood grain accessories can be used throughout if they present a neutral appearance.

**2.8.2.** Wood grains in the open office areas shall be a light to medium oak.

**2.8.3.** Accent colors will be compatible with the existing color scheme for each area.

**2.9.** Private offices. Furniture will be free-standing executive style. Each organization is responsible for ordering or replacing executive furniture. The FM does not manage or maintain executive furniture in storage.

**2.10.** Wall surfaces.

**2.10.1.** Wall hanging decor will be kept to a minimum. Only picture-hanging nail clips will be used, and will be the smallest size relative to the weight of the wall hanging. Nails will not be used in the seams of systems furniture walls since it may damage the joiner stud.

**2.10.2.** No items will be taped or tacked to the doors, walls, or furniture partitions. Bulletins, messages, or notices must be posted on a specified board within the organization's assigned space.

**2.11. Art Work.**

**2.11.1.** Government-owned and leased art decor is displayed along the main corridors of the USTRANSCOM facilities. The Research Center (TCRC) maintains accountability and control of this art decor, and it will not be moved/removed without coordination/approval from TCRC.

**2.11.2.** Personal plaques and decor may be displayed on the walls of a private office. Each organization is responsible for coordinating art decor for open office areas with TCRC.

**2.12. Signage.**

**2.12.1.** The FM manages the contract for the interior facilities signage. Customer shall submit sign requirements to TCDC-F to insure standardization throughout Buildings 1900 and 1961.

**2.12.1.1.** Agency signs will be placed in the main corridors to identify major organizations (two letter equivalents).

**2.12.1.2.** The following rules apply:

**2.12.1.2.1.** Overhead hanging signs for branch level and above, and work station/identification signs.

**2.12.1.2.1.1.** Branch name, 5x7.

**2.12.1.2.1.2.** Individual name(s), 5x7.

**2.12.1.3.** Rooms are numbered based on a 3-digit numbering system in Building 1900. The first digit identifies the floor (1, 2, or 3); the second and third digits identify the open office area or room.

**2.12.1.4.** Organizations may put signs on the furniture panels in the open office areas to identify personnel and/or offices, provided they are standardized throughout their organization and maintain a professional appearance.

**2.12.1.5.** Organizations must identify a common-use area to display informative-type notices, and they shall only be posted on a tack or bulletin board.

**2.12.1.6.** Contractors may display corporate signs and logos on walls and furniture panels with director or chief of direct reporting element (DRE) approval. An approval memo will be forwarded to TCDC-F.

## **2.13. Plants.**

**2.13.1.** Live and artificial plants in the common-use areas of facilities are selected and managed by TCRC. The FM manages the maintenance and replacement of exterior plants.

**2.13.2.** There are live plants in several directors' suites. Maintenance of these plants is by contract. Do not water, move, or remove these plants as this may void the replacement agreement with the contractor.

**2.13.3.** There are a limited number of artificial plants displayed in the main corridors and in common-use areas. These plants serve a purpose and will not be moved/removed. They prevent individuals from walking into swinging doors and give the impression that the corridors are shorter than they actually are. There are a limited number of plants displayed in open areas to help identify coffee/common-use areas. Any loose or fallen silk leaves should be placed in the planter so they can be reattached when the plants are periodically cleaned.

**2.13.4.** Staff members are authorized plants in their work areas. The number and size of personal plants will be reasonable to maintain a professional appearance and work environment. Dead, unhealthy, or insect-infested plants must be removed promptly. Hanging plants are not permitted.

## **2.14. Disposal of excess furniture/equipment.**

**2.14.1.** Each organization is responsible for disposing of excess furniture and equipment (excluding systems furniture).

**2.14.2.** The central collection points.

**2.14.2.1.** Building 1900 - loading dock.

**2.14.2.2.** Building 1961 - Old commissary entrance (West side).

**2.14.2.3.** Do not place excess items near or at the collection points until supply is ready to pick them up. The number for coordinating turn-ins is extension 6-5166.

## **2.15. Keys.**

**2.15.1.** Security is compromised by having too many keys issued; therefore, the number of keys issued by the FM will be kept to a minimum.

**2.15.2.** System furniture keys will be keyed alike for each individual. Flipper doors, mobile pedestals, and files assigned to one individual will have the same key number. The FM maintains a control key and spare lock cores to enable everyone to key their furniture to a single key. The control key only removes lock cores that are unlocked. It is not a master key and will not open locked cores. Lost keys must be replaced by the organization if the FM does not have a spare. There are a very limited number of spares; therefore, everyone should insure good key control to include collecting keys as part of the personnel out processing checklist.

## **3. Safety:**

**3.1.** Smoking. Smoking is not permitted in Buildings 1900 and 1961. Smoke breaks are not permitted at the main entrance areas outside the buildings. Smoking is permitted only in designated areas.

### **3.2. Egress clearances.**

**3.2.1.** A minimum of 44 inches of clear zone must be maintained in main corridors and aisles. Where files are positioned along a corridor, the clear zone is measured with the file drawers in the fully-opened position.

**3.2.2.** Secondary aisles will be a minimum 36 inches clearance.

**3.2.3.** Final determination of width of aisles is at the discretion of the FM.

### **3.3. Fire extinguishers.**

**3.3.1.** When considering reconfiguration of office areas, insure fire extinguishers are available within 75 feet from any point, and within 50 feet for electronic equipment over \$200,000.

**3.3.2.** Changes to the location of fire extinguishers must be approved by the FM.

### **3.4. Extension cords.**

**3.4.1.** Extension cords and power strips are authorized. They must be equipped with an Underwriters Laboratories (UL) approved circuit breaker.

**3.4.2.** The surge protection feature is recommended for power strips for computers and other electronic equipment.

**3.4.3.** Extension cords or power strips will not be plugged into another extension cord or power strip, or multiple outlet adapter.

**4.1.** Appliances. To conserve electricity, appliances will be of a reasonable size and quantity. Community appliances are permitted with the approval of the FM, and the director or chief, DRE. Personal appliances are permitted with the approval of the immediate supervisor. Failure to keep appliances clean and presentable will be basis for removal.

**4.1.1.** Refrigerators, microwaves, and coffee pots will be located at designated common-use break areas. The break areas must be shown on the official FM-approved floor plan for the organization.

**4.1.2.** The only personal appliances permitted in the work area are a small radio, fan (9" max), calculator, or other work-related equipment. Radios will use either an internal or telescoping antenna. Supervisors will have appliances removed if they are disruptive to the work environment.

**4.2.** Lighting. Area lighting is controlled by the occupant. Lights in the main corridors and in open areas remain on at all times for safety reasons. To conserve electricity, please use only task lighting if you are working during off hours. If area lighting is required for a large group working after normal duty hours, lights may be turned on.

**4.3.** Heating, ventilation, and air conditioning. Temperature in the buildings is controlled by an electronic monitoring and control system. Temperatures are kept at approximately 68 degrees in the winter months, and approximately 70 degrees during the summer months. Blocking of air vents is **NOT** permitted. Contact the FM if you are uncomfortable with the temperature.

**4.4.** Recycling. Each office is encouraged to recycle. The following guidelines will be observed. USTRANSCOM participates in the mandatory Qualified Recycling Program (QRP) for Scott AFB in conjunction with the custodial contract.

**4.4.1.** Special recycling/trash receptacles will be used at each work station. You should place your trash deposits in the smaller side of the container and your recyclable material in the larger side.

**4.4.2.** There should be a large blue container placed next to each copy machine for disposal of copier paper. The containers should not be placed in a location that reduces hall width to below

the minimum. Custodial Services will collect recyclable paper on a schedule coordinated with the FM.

**4.4.3.** Aluminum can recycling boxes should be kept near the snack area and out of sight as much as possible. They will not be placed in a location that reduces hall width below the minimum.

**4.4.4.** Corrugated cardboard is accepted by Custodial Services only if packing materials (styrofoam, bubble paper, etc.) have been removed. Waste packing should be loaded into the

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trash compactor, and the cardboard boxes should be broken down and stacked neatly on the loading dock at Building 1900 and outside the dumpsters at Building 1961. Custodial services will be responsible for servicing, maintaining, and cleaning aluminum can recycling containers.

**5. Communications Requirements.** Each organization will coordinate with the FM before acquiring or procuring computer or electronic devices that require additional electrical circuits. Changes to power, telephone, computer, television cables, etc., routed above the ceiling, will require approval of the FM. Planning for computer locations, especially multiple laser printers, will include anticipated power loads. Part of Building 1900's flexible arrangement is the complete area access floor system. Subfloor electric and communications systems will be accessible to the FM, TCJ6-OM, base civil engineers (BCE), and the 375th Communications Group. Staff members will have FM approval before removing floor panels.

**6. Building Occupants Requests.** The following categories of requests should, at a minimum, be coordinated through the Facility Maintenance Branch:

**6.1.** Building emergency.

**6.2.** Systems furniture.

**6.3.** Climate control.

**6.4.** Damaged furniture.

**6.5.** Signs.

**6.6.** Office reconfiguration.

**6.7.** Keys.

## **7. Real Property Work Requirements:**

**7.1.** Minor construction. Requests will be submitted to TCDC-F on USTRANSCOM Form 31

(Attachment 2) with director or chief of DRE authorization. Improvements not paid for by the requester will require Resource Management Board (RMB) approval.

**7.2. Self-help projects.** Self-help is an excellent way to accomplish "people projects" quickly and in a manner that will instill the pride in the organization. Self-help requests will be submitted to the FM for approval. The FM will coordinate the work with the BCE, if required.

**8. Form Prescribed:** USTRANSCOM Form 31.

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**9. Effective Date and Implementation:** This Instruction is effective immediately and will be implemented by all organizations occupying space in Buildings 1900 and 1961.

JEFFREY M. LEWIN  
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Attachments

1. Glossary of References, Abbreviations, Acronyms, and Terms
2. Sample USTRANSCOM Form 31, Sep 95

**DISTRIBUTION:** X (TCCC-X, TCIG, TCIM, TCPA, TCRC, TCVP - 1 each; TCSG, TCJ8 - 2 each; JTCC, TCJ5 - 4 each; TCDC-JS, TCJ1, TCJ2, TCJ6 - 5 each; TCJ3/J4 - 11).



## **GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS**

### **Section A--References**

Department of Defense (DoD) Instruction 1010.15, Smoke-Free Workplace.

USTRANSCOM Policy Directive (PD) 32-1, USTRANSCOM Facilities - Buildings 1900 and 1961, and USTRANSCOM-Occupied Work Space of Other Agencies at Scott Air Force Base, Illinois.

### **Section B--Abbreviations and Acronyms**

Not used.

### **Section C--Terms**

Not used.